STAT

Dear Ms.

I want to thank you for bringing to my attention the traffic condition in the West and South parking lots. This has been looked into by the Office of Security, and they have assured me a guard has been assigned to direct traffic during the rush hour periods.

If more people in the Agency would come up with suggestions or comments of this kind, I am sure we could avoid much difficulty in the future. Thanks again for your suggestion.

Sincerely,

STAT

MXXX Ms. 1E-4822 Hqs